

Renovation of Courthouse – 2nd Floor

2023-007-PW

Specifications and Bid Documents

OWNER: WARREN COUNTY FISCAL COURT

Judge/Executive: Douglas J. Gorman

Fiscal Court: Scott Lasley
Tom Lawrence
Rick Williams
Rex McWhorter
Eric Aldridge
Ron Cummings

Fiscal Court Clerk: Crystal Cummings

Director of Public Works: Josh Moore
(josh.moore@ky.gov)

Supervisor: James Marcrum
(james.marcrum@ky.gov)

INVITATION FOR BIDS

Sealed bids will be received in the Warren County Judge/Executive's Office, 429 East Tenth Avenue, Bowling Green, Kentucky, until **2:00 PM , Tuesday, September 26th, 2023** for

Renovation of Courthouse – 2nd Floor

2023-007-PW

Bids will be opened immediately thereafter in the lobby area outside the Judge-Executive's Office. Bids must be received by the designated date and time and none will be considered thereafter.

The Fiscal Court of Warren County, Kentucky reserves the right to reject any and all bids and to accept the lowest and best evaluated bid. Warren County is an Equal Opportunity Employer.

Bid specifications and plans may be picked up at the office of the Warren County Judge Executive, 429 E. 10th Avenue, Bowling Green, KY 42101.

Crystal Cummings
Fiscal Court Clerk

Instructions to Bidders

1. The Fiscal Court of Warren County, Kentucky reserves the right to reject any and all bids and to accept the best evaluated bid based on required timeline and price. The evaluated bid will allow 5% for a primary business located in Warren County, and make a choice that it deems in the public interest.
2. Bidders are to submit their bid in a clearly marked, sealed envelope. The bidder is advised to mark the sealed bid with identifying information as outlined herein. Warren County Fiscal Court is not responsible for the premature opening of, or failure to open, a sealed bid not properly addressed or identified.
3. Your bid shall be submitted in an 8 ½" x 11" envelope as **"Renovation of Courthouse – 2nd Floor"** with the bidder's name and address included on the envelope.
4. Included in the envelope with your bid shall be the following: 1) 5% Bid Bond or Letter of Credit payable to Warren County Fiscal Court, 2) Bid Form, and 3) Addenda, if any issued for this project.
5. A 100% Performance and Payment Bond shall be required upon execution of the contract.
6. An insurance certificate, with Warren County Fiscal Court designated as additional insured, shall be furnished upon execution of the contract.
7. No bidder may withdraw his/her bid within thirty (30) days of the actual date of the opening thereof.
8. Any contractor/subcontractor working on this project must be licensed in Warren County, Kentucky or be able to be licensed within ten (10) business days of the contract being approved by Warren County Fiscal Court.
9. Specifications governing this project shall be the current Kentucky Building Code.
10. All work shall be constructed in accordance with the latest OSHA guidelines.
11. Questions regarding the bid documents must be submitted to **James Marcrum (270-791-7959)** no later than five (5) days before the bid opening date.
12. Partial payments will be made monthly with a 10% retainage withheld.
13. Warren County Fiscal Court is an Equal Opportunity Employer and will award contracts only to vendors who are also Equal Opportunity Employer M/F/D.
14. The County is exempt from paying a federal tax. No taxes are to be included in the bid price.
15. Invoices are paid by statement only and within 30 days of the statement due. All statements shall have delivery tickets and or invoices attached before payment can be processed.

Scope of Work

Remove all old ceilings and properly dispose

Remove all data, telephone and power wiring not in use or exposed unless can be rerouted and made functional

Install new Cat 6 cabling from each office and printer local for telephone and data to be home run and neatly routed from each location to the computer server room

Install / rework receptacles in designated desk location. Either hide in wall if not already or build chases from floor to ceilings and back to corners of rooms for data telephone and power of each office and desk area

Install a power circuit from light in main stair area to mid floor landing area

Install two exit egress lights in main hall where wall sconces are now of stairwell

Install wainscot in main stair area above marble (matching wainscot in courtroom)

Remove door going into Executive Assistant area from stairwell area and install wainscot extending down from upper wainscot and drywall area in her office

Install new 2x 2 drop in ceiling and grid in every area of the second floor renovation

Install new 2x2 LED light panels in the proper amount in each area of remodel

Install new white receptacles and covers in all locations

Install new white rocker type switches in all locations

Install wainscoting in hallway in front of bathrooms and offices 40 inches high

Install 48 in high wainscot in Joy's office

Install 72 in high wainscoting in the Judge/Executive office

Cut off wall in Fiscal Court Clerk's office and dress for entrance area

Demo wall in closet area that would now lead to the new break room

Build walls around new break room

Install new cabinets in break room both upper and lower

Install new sink and all plumbing for said sink covering pipes as needed back to where it hooks up in area next to Fiscal Court Clerk

Install new receptacles for coffee , microwave , refrigerator and one general purpose receptacle in the new break room with one receptacle on outside for carpet cleaning

Build new wall mounted eating station in break room

Rework door for entrance of new break room to a 3.0 right hand

Demo bathroom in Fiscal Clerk area and install new vanity cabinet and handicap water closet with new ceramic floors and walls

Demo bathrooms both men's and women's also removing second door in each area with removal of all tile both floor and walls

Install new closets , urinals and sinks in both with new vanity cabinets in each

Install new lighting in each bathroom

Install exhaust fan in each bathroom

Install new ceramic tiling in both to resemble the look of those at city hall second floor bathroom

Each room would get new ceiling (except bathrooms) lighting, wall rework, all power, data and telephone concealed in new desk locations

New shelving installed in Occupational Tax office closet with new light fixture. Duct that gets uncovered needs to be bubble wrapped

Any duct area that's left in the room shall have drywall built around it (Treasure, Occupational Tax, Finance, etc)

Removal of water fountain in lobby area and discarded

New power , data and telephone wiring installed to hit the lobby desk

Make area of wall where fountain is now with an accessible covering as tall as possible

Rework inside of elevator car to update as much as possible with the removal of the mirrors, painting of walls, and replacement of flooring

Paint all metal railing below handrail's and fronts of steps (charcoal) nothing to actual hand holding area of main stairs

Removal of brown wall coating with finishing of wall areas to what looks best If brick looks good then we will consider in lobby area

Install new full glass aluminum doors and mechanical latches on Executive Assistant

Hall entrance and treasure's entrance with key pads

Relocate mailbox behind treasures door area

Replace door going up to PVA with full glass, may consider wood

All debris shall be the responsibility of the contractor to properly dispose of furnishing needed dumpster

BID FORM

Warren County Fiscal Court
429 East 10th Avenue
Bowling Green, KY 42101

The undersigned hereby certifies that to the best of his/her knowledge and belief, the cost or pricing data submitted and timeline is accurate, complete and current as of the date set forth herein.

The undersigned hereby certifies that he/she has carefully examined the specifications and is familiar with the type of construction/materials to be furnished as set forth.

The undersigned proposes to furnish the construction as detailed in the scope of work and site layout.

Lump Sum Total\$_____

Start Date: _____
(must be after Fiscal Court approval on September 28th, 2023)

Total Project Days: _____

The bidder hereby certifies receipt of Addendum(s) No. _____. Insert the numbers of addenda received or the word "None" if not applicable.

Signature of Bidder _____

Printed Name _____

Company Name _____

Mailing Address _____

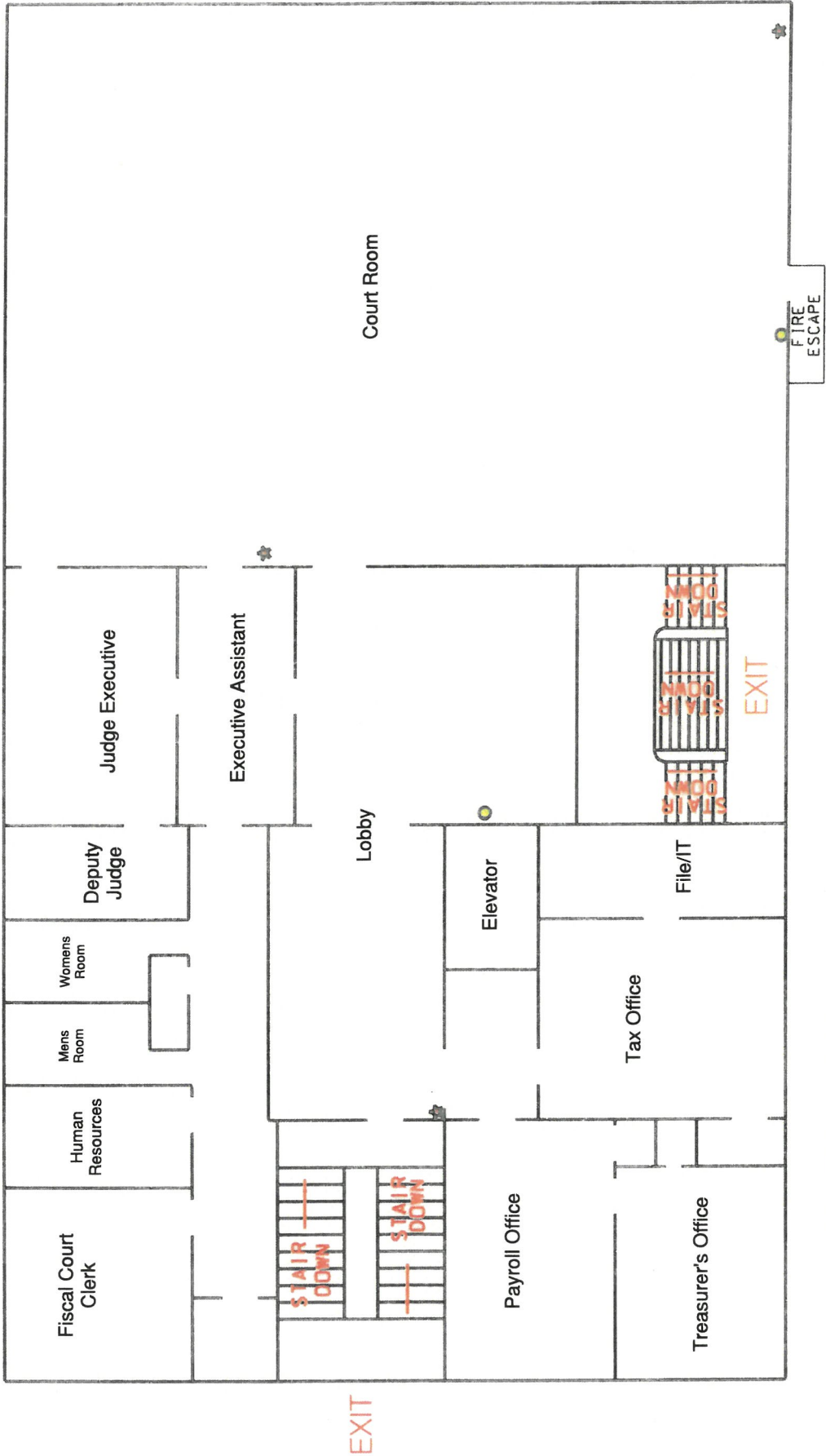
Email Contact _____

Phone Number _____

Contractors License Number _____

COLLEGE STREET

TENTH AVENUE

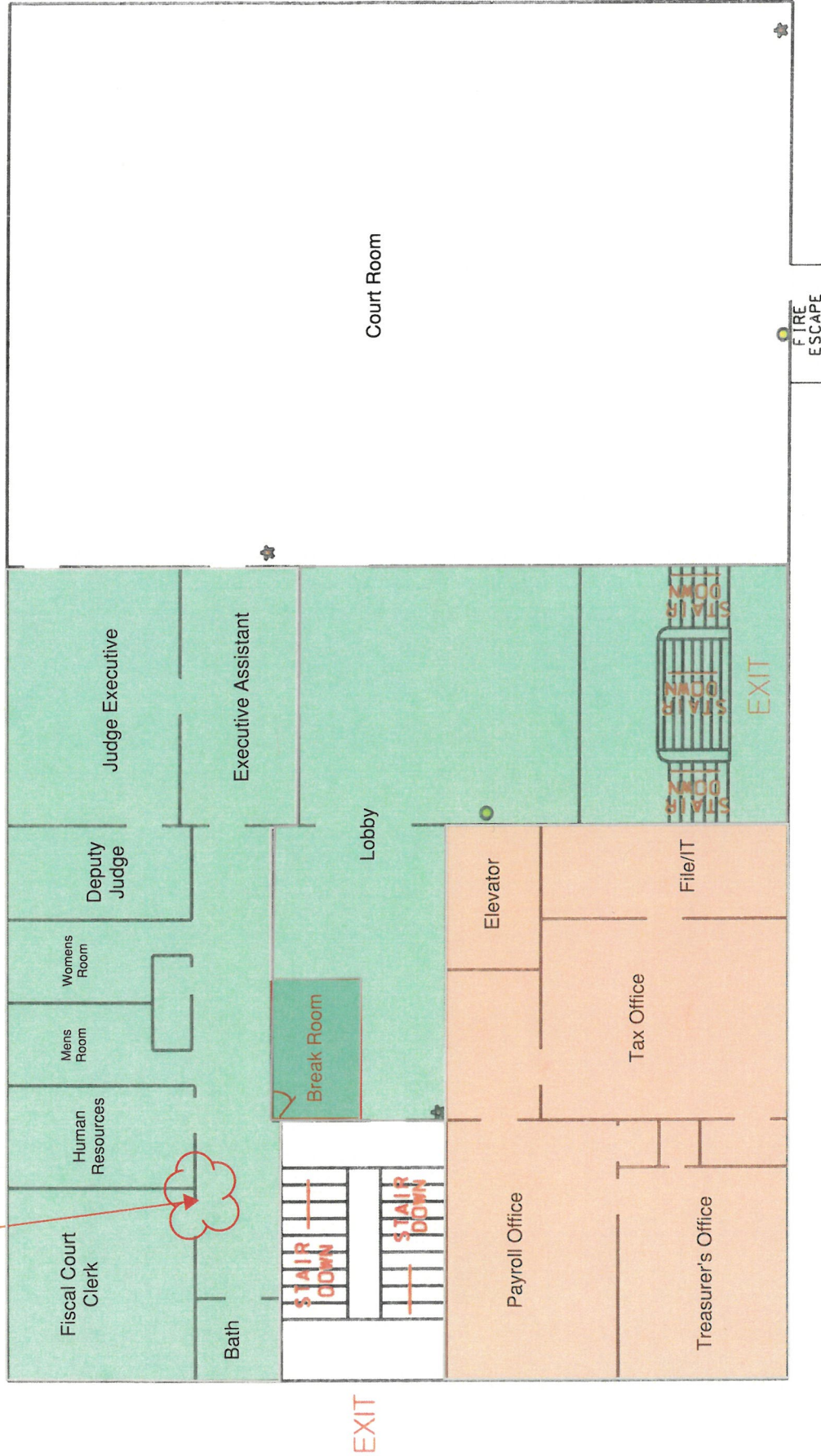


EXISTING LAYOUT

STATE STREET

Reconfigure to
create cased
opening

COLLEGE STREET



TENTH AVENUE

PROPOSED LAYOUT

Phase 1

Phase 2

STATE STREET